

*the* S A M N O B L E  
O K L A H O M A M U S E U M  
*of* N A T U R A L H I S T O R Y



## **Guidelines/Reminders for Facility Rental and Event Customers and Vendors**

The following excerpts were taken from the SNOMNH integrated pest management policy or the policies and procedures that govern facility rentals. These guidelines serve to protect the museum's exhibits and collections from rodent and insect pest infestations and to ensure problem-free operations on the loading dock.

1. Delivery times must be scheduled through the office of the Coordinator, Facility Rentals and Events at least two weeks prior to the event. (contact telephone number: 405.325.7975 e-mail: [reservations@ras.ou.edu](mailto:reservations@ras.ou.edu)). Please adhere to scheduled delivery times. Gates will not be unlocked before 5:00p.m.unless a delivery time has been scheduled.
2. Avoid using cardboard boxes, paper bags and wooden crates for transport as these items are not allowed past the loading dock. Use plastic tubs or plastic bags. Wood and paper can harbor several types of insect pests.
3. Objects such as display cases, boards, artwork, amplifiers, and speakers must be clean and free of dust, dirt, cobwebs, insect nests, grasses, etc. Organic items such as feathers, furs, hides, basketry, and dried plant materials are subject to inspection and possible quarantine in the loading dock area. *No live plants or cut flowers are permitted in the building.* All items brought into the museum are subject to inspection. If items are found to be dirty they will not be allowed into event spaces until they are clean.
4. All goods and materials must be brought in through the museum loading dock entrance located on the east side of the building. **THERE ARE NO EXCEPTIONS.**
5. Vehicles may not be left unattended inside the museum gates. After the delivery, vehicles must be moved to the public parking areas before set-up may begin.
6. The museum is open to the public until 5:00p.m. No set up may begin in event spaces until 5:00p.m.

7. The museum cannot guarantee the availability of carts and dollies. If museum carts and dollies are used please make certain to leave them clean and on-site after use.
8. Outside doors and all hallway doors between the loading dock area and the event spaces must be kept closed except when in use. Do not prop doors open. Close doors immediately after passing through the doors.
9. The front desk may be used as an information or registration table. However, no drinks are allowed on the countertop or inside the front desk area. Drinks found in the prohibited area will be disposed of immediately.
10. All items must be removed from the event spaces the same night as the event. Items remaining at the museum after the event will be disposed of immediately. Please contact the Coordinator, Facility Rentals and Events to arrange disposal of ice sculptures.
11. The bar closes 30 minutes before the conclusion of the event.
12. **The attached form must be completed and returned to the Events Office at least two weeks prior to the event. Unapproved, unscheduled vendors *will not* be allowed into the building. Please return to:**

The Sam Noble Oklahoma Museum of Natural History  
Attn: Coordinator, Events  
2401 Chautauqua Ave.  
Norman, OK 73072-7029

Fax: 405-325-7699 Attn: Coordinator, Events

If there are any questions or additional information is required please send e-mail to [reservations@ras.ou.edu](mailto:reservations@ras.ou.edu) or call 405.325.7975.

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Vendor Name: \_\_\_\_\_

Contact Name(please print): \_\_\_\_\_

Address: \_\_\_\_\_ Business. Phone: \_\_\_\_\_  
\_\_\_\_\_ "Day-of" Phone: \_\_\_\_\_  
\_\_\_\_\_ E-mail: \_\_\_\_\_

Preferred Load in time:

4:30-5pm     5-5:30pm     5:30-6pm     6-6:30pm

Other: (please specify time and reason) \_\_\_\_\_

I am aware, understand and agree to abide by the Guidelines/Reminders for Facility Rental and Event Customers and Vendors. I have read the comprehensive set of policies and procedures that govern facility rentals and events at the museum and agree to abide by these policies. Disregard for these policies may lead to event cancellation.

\_\_\_\_\_  
Signature of Contact

\_\_\_\_\_  
Date

For Office of Events use Only

Event ID: \_\_\_\_\_ Date Received: \_\_\_\_\_

Vendor Approved:  Yes     No    By: \_\_\_\_\_

SECURITY/DOCK USE: Vendor arrive during scheduled dock time?    Y    N  
Problems? \_\_\_\_\_  
\_\_\_\_\_